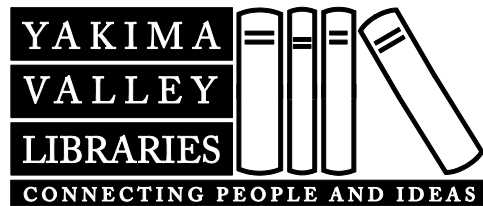


# RFQ-086

Request for Quote

for

Yakima Central Library  
Installation of Basement Electrical Outlets



Susan Miller  
*Facilities Manager*

Yakima Valley Libraries

4/25/2019

**RFQ NAME:** Yakima Central Library Installation of Basement Electrical Outlets  
**ISSUING AGENCY:** Yakima Valley Libraries  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901

Yakima Valley Libraries is seeking quotes from qualified vendors for a Public Works project to install thirty new commercial grade, 20 amp, 1 gang, duplex outlets to accommodate new offices and conference rooms in the basement at Yakima Central Library

### 1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	4/25/2019
Pre-Quote Question Period	4/25/2019 – 5/10/2019
<b><u>Walk-thru date to review site</u></b>	<b><u>5/8/2019 @ 10am</u></b>
Deadline for Receipt of Quotes	5/13/2019
Evaluation of Quotes	5/14/2019 – 5/21/2019
Name Apparent Successful Vendor	5/24/2019

Upon release of this RFQ, all responding Vendors’ communications must be directed to the RFQ Coordinator’s email address listed below:

Susan Miller, RFQ Coordinator  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901  
Email: [smiller@yvl.org](mailto:smiller@yvl.org)

### 2. PRE-QUOTE QUESTION PERIOD

Respondents who wish to submit a quote are invited to forward any questions about the Scope of Work to the RFQ Coordinator. Questions will be accepted through 5/10/2019. Respondents are requested to submit their questions to the RFQ Coordinator in writing via email.

### 3. CONTRACT PERIOD AND PAYMENT TERMS

The contract term will conclude at the project completion. The start date will be determined during contract negotiation. The quote price provided will be valid for a 90 day period. Once an agreement has been executed, either party may cancel this agreement with 30 days written notice.

Billing for this contract is to be done after services are complete. Invoices can be emailed to: [Accounting@yvl.org](mailto:Accounting@yvl.org) or mailed to:

Yakima Valley Libraries  
Attn: Accounts Payable  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901

Terms of payment will be Net 30 days after receipt of invoice and L&I approved Affidavit of Wages Paid.

#### **4. ADDITIONAL SERVICES**

Written approval must be obtained from YVL prior to performing any additional services not included in this RFQ.

#### **5. PROJECT LOCATION**

Yakima Central Library  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901  
Yakima County

#### **6. CERTIFICATIONS AND REQUIREMENTS**

- A. All contractors, subcontractors and vendors must be licensed and bonded.
- B. Certificate of insurance; naming Yakima Valley Libraries as Additional Insured.

#### **7. REFERENCES**

Quote submitted will include 3 commercial references for comparable work / projects. The last page of this RFQ has the reference form that is to be returned with your quote.

#### **8. APPARENT SUCCESSFUL VENDOR**

An Evaluation Committee will select the Apparent Successful Vendor who most closely meets the requirements of this RFQ. Quotes received will be evaluated on the basis of price, schedule, warranty and references. After successful contract negotiations have been completed, the Apparent Successful Vendor will be awarded the project of installing new commercial grade, 20 amp, 1 gang, duplex outlets per the scope of work, at Yakima Central Library.

The Contract will incorporate all requirements, terms, and conditions of this RFQ and the Apparent Successful Vendor's proposal as negotiated. If Yakima Valley Libraries fails to negotiate a contract with the Apparent Successful Vendor, the Library District reserves the right to negotiate a contract with the next most qualified Vendor. The award of a contract pursuant to this RFQ is expressly conditional upon the execution of a contract document deemed acceptable by Yakima Valley Libraries.

All proposals are considered confidential in nature. However, upon submission of a Public Records Request Form, in accordance with Yakima Valley Libraries' Inspection of Public Records Request Policy and Procedure, they will be made available.

## 9. PREVAILING WAGE REQUIREMENTS

Prevailing Wage Laws are applicable to the maintenance services outlined in this RFQ. As such, the requirements listed below apply.

### A. Contractor Responsibilities:

- a. Pay the prevailing rates of pay to laborers, workers, and mechanics as published on the Labor and Industries website as of the bid due date of this RFQ. Your quote to include the applicable categories and prevailing wage rates for the work to be performed per your quote. Prevailing Wage Rates for Yakima County apply.
- b. Annual updates to prevailing rates of pay are required for building service maintenance contracts and will be adjusted annually per the prevailing wage rates available at the following URL:  
  
<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>
- c. Provide approved Intent to Pay Prevailing Wages before commencing work and provide an Affidavit of Wages Paid at the completion of the service period. Upon prior approval of YVL for projects under \$2,500, provided that there will be a single billing for all services performed, vendor may submit a Combined Intent and Affidavit Form. Payment shall not be released until the L&I approved form, current W-9, and contractor registration # (when applicable) has been provided to YVL.
- d. Ensure all subcontractors file their Intent and Affidavit forms, if applicable.
- e. Keep accurate work and pay records and submit a certified copy upon request.
- f. Notify Awarding Agency when a subcontractor is going to be starting work and to provide an Intent form before they commence work on the project.
- g. For a contract in excess of \$10,000, a contractor shall post in a location readily visible to workers at the job site a copy of the Statement of Intent to Pay Prevailing Wages form approved by the industrial statistician of the Department of Labor and Industries; and the address and telephone number of the industrial statistician of L&I where a complaint or inquiry concerning prevailing wages may be made.
- h. As provided by Prevailing Wage Laws, for contracts over \$35,000, retainage in the amount of 5% will be withheld.

## 10. LIST OF EQUIPMENT SUPPLIED BY YAKIMA VALLEY LIBRARIES

- A. None

## 11. SCOPE OF WORK

### This is a “Prevailing Wage Job in Yakima County”

Yakima Central Libraries is updating space in the basement for additional offices & conference rooms. We need to add power to accommodate these spaces. Overall, thirty (30) new commercial grade, 20 amp, 1 gang, duplex outlets will need to be installed. The outlets are to be white with brushed metal cover plates (example: Leviton 1 gang standard size stainless steel wall plate). Twenty-nine of the outlets will need to wire back to the electrical panel located in the basement. One (1) outlet will tie into an existing outlet. The basement Electrical Panel is from: Trumbull Electric 200A; 120/240V; 1P; 3W (see attachment D).

- Install Seventeen (17) duplex outlets in the main area of the basement. All new outlets and conduit are to be surface mounted (EMT). **See Attachment A** for locations.
  - Outlets installed 12” from ground.
- Install Twelve (12) duplex outlets for the new IT office. Eight (8) duplex outlets are inside the fenced area and Four (4) duplex outlets are outside the fenced area. All new outlets and conduit are to be surface mounted (EMT). **See Attachment B** for locations.
  - Outlets inside the fenced area installed 36” from the ground.
  - Outlets outside the fenced area installed 48” from the ground.
- Install One (1) duplex outlet in the conference room; in Wiremold conduit (example: Legrand – Wiremold BWH1 metal raceway wire channel). **See Attachment C** for locations.
  - This outlet will be installed approximately 12” down from the ceiling.
  - You will tie this outlet into an existing outlet in the conference room.

The vendor is to provide all parts, equipment, miscellaneous supplies & permits needed to complete this project. This is a prevailing wage project and winning vendor must follow L & I prevailing wage laws.

**Attachment A**

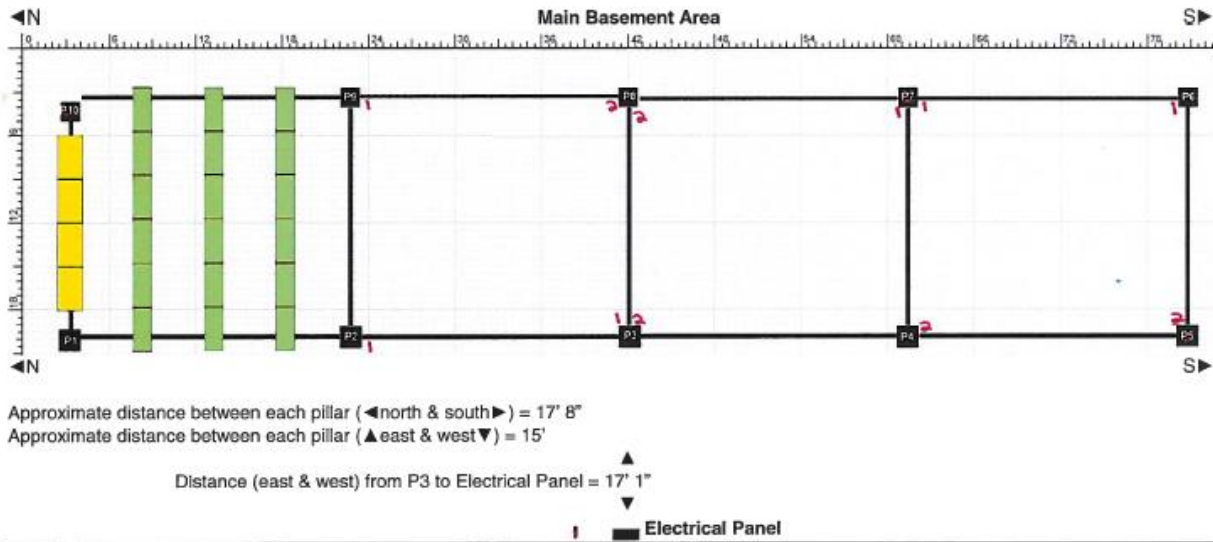
**Technical Services / Outreach Services:**

**Electrical - Add 17 duplex outlet** in main basement area. All new receptacles & conduit are to be surface mounted (EMT).

**Pillar 2 = 1 duplex outlets; Pillar 3 = 3 duplex outlets; Pillar 4 = 2 duplex outlets; Pillar 5 = 2 duplex outlets;**

**Pillar 6 = 1 duplex outlet; Pillar 7 = 2 duplex outlets; Pillar 8 = 4 duplex outlets; Pillar 9 = 1 duplex outlet**

**24" north of Electrical Panel = 1 duplex outlet**



**Attachment B**

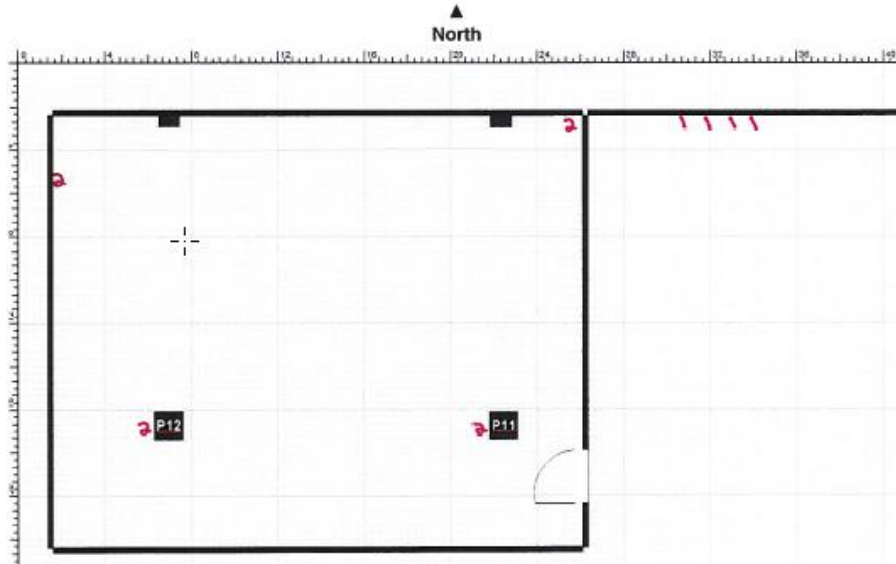
**IT Department:**

**Electrical - Add 12 duplex outlets** in the IT Department's work area. All new receptacles & conduit are to be surface mounted (EMT).

**Inside Fencing (all up 36" from ground):**

**Pillar 11 = 2 duplex outlets; Pillar 12 = 2 duplex outlets; North West wall = 2 duplex outlets; North wall = 2 duplex outlets**

**Outside Fencing (all up 44" from ground): North wall = 4 duplex outlets**



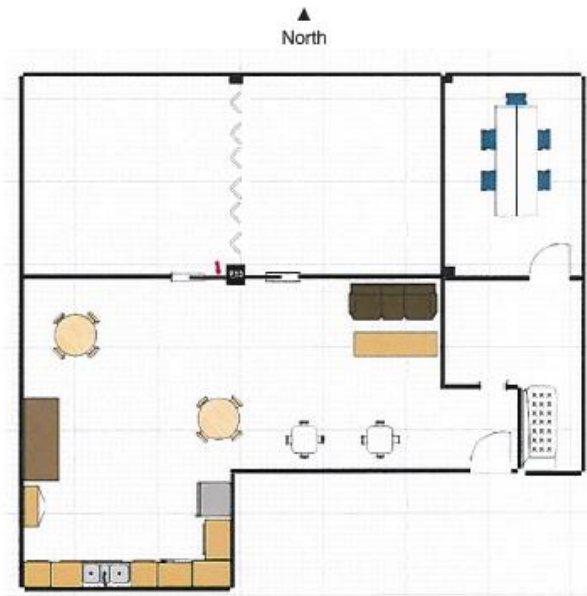
**Attachment C**

---

**Conference Room / Lunch Room:**

**Electrical – Add 1 duplex outlet** in the conference room.

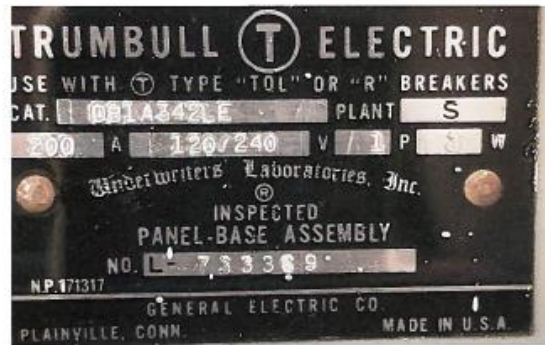
**Pillar 13 = 1 duplex outlet** installed on the NW side of pillar, approximately 12" from the ceiling in Wiremold Conduit





**Attachment D**

**Electrical Panel in basement at YCL (Yakima Central Library)**



RFQ-086 YCL Installation of Basement Electrical Outlets

Attachment D

VENDOR NAME:

LIST OF REFERENCES:

The following are the names, addresses, telephone numbers and email addresses of the three (3) references for which BIDDER has performed similar work within the past three years. Public Agencies are preferred.

1).

Company & Address: *(please print)*

Name of Contact:

Phone number:

Type of work provided:

Email address:

2).

Company & Address: *(please print)*

Name of Contact:

Phone number:

Type of work provided:

Email address:

3).

Company & Address: *(please print)*

Name of Contact:

Phone number:

Type of work provided:

Email address: